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Nikki R. Jackson
Secretary

MEMORANDUM

PERSONNEL MEMO 09-02

TO: Cabinet Secretaries
Agency Heads
Constitutional Officers
HR Administrators
Performance Evaluation Liaisons

FROM: Nikki Jackson, Secretary 

DATE: January 29, 2009

SUBJECT: Annual Performance Evaluations - EXTENSION

Due to the declared state of emergency across the Commonwealth, the deadline for annual performance evaluations and performance plans has been extended through **February 13, 2009.**

Pursuant to 101 KAR 2:180, annual performance evaluations are to be completed within thirty (30) calendar days after the end of the annual performance period. Additionally, as established by regulation, employees have specific deadlines in which to request reconsideration of the evaluation or file an appeal with the Personnel Board once a final written decision is obtained. These deadlines will not change, as the timeframes are based upon once the evaluation is received by the employee.

Please contact Stan Riley, Performance Management Branch Manager, Governmental Services Center, at (502) 564-8170 with any questions.